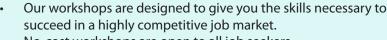
WorkshopsDecember 2016

- ★ Heber Employment Center 69 N. 600 W., Suite C • Heber City 435-654-6505
- → Park City Employment Center
 1960 Sidewinder Dr. #103 Park City
 435-649-0921





- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



| Job Seeking Skills | | Location |
|---|--------------------------------------|--------------------|
| RESUMÉ WRITING & COVER LETTERS: | | |
| Dec 9 Dec 15 | 9:00 AM-11:00 AM 9:00 AM-11:00 AM | Park City Heber |
| INTERVIEWING SKILLS: | | |
| Dec 8 Dec 16 | 2:00 PM-4:00 PM 9:00 AM-11:00 AM | Heber Park City |
| JOB SEARCH STRATEGIES (INCLUDES NETWORKING): | | |
| Dec 1 Dec 21 | 9:00 AM-11:00 AM 9:00 AM-11:00 AM | Heber Park City |
| EMPLOMENT ESSENTI | | |
| Dec 2 | 9:00 AM-11:00 AM | Park City |
| *LINKEDIN #1: | | |
| Dec 8 Please call to schedule an appointment. | 9:00 ам—11:00 ам | Heber Park City |

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES (INCLUDES

NETWORKING): Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.

